



**INSTRUCTIONS:**

1. Complete the **LABORATORY DIRECTIONS** form as indicated (Page 5).
2. Complete the **BASIC LABORATORY INFORMATION** form (Page 6).
3. Complete the **Field of Testing (FOT) Worksheet** for each FOT applied. Follow the instructions on Page 2.
-  4. **Return the completed and signed forms to your ELAP auditor (contact person) within one (1) month from receipt. Send only original copies of the forms filled out, no photocopies or facsimile transmittals (FAX) will be accepted.**
-  5. **In addition, send the completed FOT worksheets electronically via e-mail ([elapca@dhs.ca.gov](mailto:elapca@dhs.ca.gov)) or mail a diskette to 1625 Shattuck Avenue, Room 101, Berkeley, CA 94709-1611**

**Please note that the information you provide in these forms is a legal statement that must accurately reflect actual laboratory practices and be supported through documentation.**

**Other Information Included:**

1. Use of Older Versions of SW-846 Test Methods (Page 4)
2. **IMPORTANT NOTICE** to all Laboratories Seeking Renewal Certification (Page 4)

## **INSTRUCTIONS FOR THE FIELD OF TESTING WORKSHEETS**

The FOT Worksheets are in **Microsoft Excel** format. You will need the software to work with the forms.

**After you receive the files via email or download them from the web, save the files on your hard disk before you start working on them.**

1. Complete the FOT Worksheets following the instructions below: (Note: not all columns appear on each FOTs).

**Do not change the following columns.**

- **Subgroup Code:** Subgroup code for ELAP database.
- **Analyte Code:** Analyte number for each analyte in a multi-analyte method.
- **Species Code:** Species number used in bioassay.
- **Method:** Refers to the method used.
- **Analyte:** Refers to the specific analyte for each method.

**Fill in the following columns:**

- **Enter Y for Selection:** Enter "Y" for each method/analyte that you are applying for certification.
- **Instrumentation:** Instrument manufacturer and model number.
- **Sample Preparation:** Sample Preparation method number for hazardous waste analysis, sample weight, volume, solvent.
- **Enter A for Aqueous Matrix Testing only:** For hazardous waste testing (FOT 114, 116, 117, 119), enter A if you want certification for testing aqueous matrix only.

2. **Enter the laboratory name and the name of the lab director or representative at the footer of the form.** Choose the View from the menu, select Header and Footer, and click the Custom Footer command button. Enter the names at the left section and click OK to close the dialog box.
3. **Save the files, keeping the original workbook structure intact.** Do not combine the worksheets from different files.
4. **Print each FOT worksheet.** You may use different scaling for better fit. The page break may change based on your printer. Use the page break preview to adjust the page breaks.
5. **Sign and date** at the bottom of each page.
6. **Send the signed hard copy** of the worksheets to the auditor (if one is assigned), or to ELAP Berkeley office.
7. **In addition, return the FOT Worksheet files (in Excel or zip files) electronically** via E-mail to [elapca@dhs.ca.gov](mailto:elapca@dhs.ca.gov), or mail a diskette to ELAP Berkeley Office. **Please indicate "ELAP FOTs from (your laboratory name)" on the subject line or on the label.**

**Note:** For analyses of organic compounds, certification is available by methods, group-of-analytes, and individual analytes. Please note that the individual analytes are only available for a laboratory interested in obtaining certification for a few analytes within a given class or group-of-analytes. The following instructions provide specifications in selection of a FOT/subgroup (FOT/SG) for analyses of organic compounds:

- If a laboratory is interested in certification for an entire method, selection of the FOT/SG designated for the method, e.g. "104.010/000, EPA 502.2, Volatile Organic Compounds (VOCs)" should be made. Once the laboratory is certified for the method, the laboratory may report any of the analytes that could be tested by the method for regulatory purposes.

- If a laboratory is interested in certification for a method for a specific group-of-analytes, selection of the FOT/SG designated for the method and group-of-analytes, e.g. "105.080/008, EPA 515.2, Chlorinated Acids", should be made. Once the laboratory is certified for the method and group-of-analytes, the laboratory may report any of the analytes within the group-of-analytes for regulatory purposes, as long as the analyte appears in the designated method.
- If a laboratory is interested in certification for a few specific analytes within a method, e.g. "EPA 502.2, VOCs", then selection of the FOT/SG designated for the specific analyte and method, e.g. "104.010, EPA 502.2, benzene", and "104.010, EPA 502.2, 1,3,5-trimethylbenzene", should be made. (Please note that certification for the individual analytes only allows the laboratory to analyze for the specified analytes and does not allow analysis or reporting of other analytes within the method for regulatory purposes.)
- If a laboratory is interested in certification for a specific analyte within a group-of-analytes, e.g. trihalomethanes, then selection of the FOT/SG designated for the specific analyte and method, e.g. "104.010, EPA 502.2, bromoform", should be made. (Please note that certification for the individual analytes only allows the laboratory to analyze for the specified analytes and does not allow analysis or reporting of other analytes within the group-of-analytes, or the reporting of totals, e.g. total trihalomethanes, for regulatory purposes.)

## **USE OF OLDER VERSIONS OF SW-846 TEST METHODS**

ELAP is currently accrediting laboratories for the most recently promulgated versions of SW-846 test methods. ELAP recognizes that older versions of SW-846 test methods may be required for specific projects or may be specified in a permit.

ELAP will no longer formally accredit labs for these “older” test procedures (e.g. 8010, 8020, 8080, 8240, 8250, etc.). Should your laboratory be required to employ these test procedures for a client or regulatory agency, you may employ them under the following conditions:

1. **Your laboratory must be certified for the current version of the test method.**
2. **You must comply with all procedures and requirements as specified in the version of the test method used for reporting of results.**
3. **Should you wish to be certified for the outdated version of the test method only, you may apply for the test procedure in the “.99” subgroup of the appropriate FoT.**

Should you have any questions, please contact your Lead Auditor for additional information.

## **IMPORTANT NOTICE TO ALL LABORATORIES SEEKING RENEWAL CERTIFICATION!**

In preparation for your upcoming renewal Site Visit, it is incumbent upon your laboratory to review the Audit Reports from your previous Site Visits. For all findings/deficiencies cited in the **ELAP Audit Reports**, documentation of corrective actions as needed should be readily available and accessible for review during the Site Visit. The documentation must support the response that you provided to ELAP in your previous **Corrective Action Response (CAR)**. In addition, your Corrective Action Response should reflect current laboratory practices and corrective actions will be evaluated for implementation during the Site Visit.

It has been noted that a number of laboratories have either failed to implement corrective actions as indicated in their CAR or have failed to continue to implement the corrective action after initially correcting it. **This is unacceptable and will affect your certification status.**

Please be advised that failure to implement the corrective actions as stated in your response to deficiencies cited during the previous site visit is a violation of ELAP Statute, Division 1, Part 2, Chapter 7.5 of the California Health Safety Code, Section 100890 (a):

**“Any person who knowingly makes any false statement or representation in an application, record, or other document submitted, maintained, or used for purposes of compliance with this chapter, may be liable, as determined by the court, for a civil penalty not to exceed five thousand dollars (\$5000) for each separate violation...”**

**Failure to implement corrective actions as stated in your CAR will be documented by your auditor.** Please make sure that all deficiencies that were previously cited have been corrected and that current laboratory practices reflect your corrective actions.

Thank you for your cooperation in this matter.

### **LABORATORY DIRECTIONS**

Please provide us a simple but precise map of your laboratory location; include any outstanding landmarks, etc. that would help us in locating your laboratory for the on-site visit. You may substitute a photocopy of your local map for the rough sketch.

**Rough Sketch Map:**

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_

Laboratory Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Location Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

## **BASIC LABORATORY INFORMATION**

### **EQUIPMENT CHECKLIST:**

Below is a listing of equipment which are basic to a laboratory. Please check all the items that are in operation at the laboratory.

- ☐ UV/Visible Spectrophotometer
- ☐ Turbidimeter
- ☐ Analytical Balance
- ☐ Top-Loader Balance
- ☐ "S" or "S1" Reference Weights
- ☐ Certified Thermometer
- ☐ pH Meter
- ☐ Drying/Hot Air Oven
- ☐ Water Bath/Steam Bath
- ☐ Hot Plate
- ☐ Magnetic Stirrer
- ☐ Others (list on separate sheet of paper if necessary)

### **LABORATORY REAGENT WATER:**

Primary Treatment:

Additional Treatment Devices, List:

### **SAFETY EQUIPMENT:** Check all items present in the laboratory

- ☐ Safety Hoods - Specify Number in laboratory:
- ☐ Fire Extinguisher(s)/Fire Blanket
- ☐ Spill kits (Acid, Base and Organic)
- ☐ Eye Wash
- ☐ First Aid Kit
- ☐ Laboratory Safety Plan - For compliance with Federal Register, Vol. 55, No. 21, pp. 3300-3335, January 31, 1990, "Occupational Exposures to Hazardous Chemicals in Laboratories." (29 CFR 1910.1450)